



How to Distribute Cookies to Girls from the Troop Site

Here are some steps you should take with Troop Site Orders:

1. Determine which Girl Scouts will receive credit
2. Log into eBuddle
3. Select the Girl Orders tab

One of the Girl Scouts listed with your troop on the Girl Orders tab will have the name "Troop Site." If you have a large troop, you may need to scroll through the names, which are listed alphabetically by first name.

Select this "girl" and you will see the orders that have come to the Troop Link. These we need to allocate to Girl Scouts.

1. If you have something to distribute, you will see the +Distribution button in the upper right (it will not appear if there is nothing to distribute/allocate).
2. In the sample below, there are 2 Donated and 2 Girl Delivered/ Inhand orders to allocate; click the +Distribution button, which opens a screen where you can indicate which Girl Scout(s) is/are to receive packages

Troop Site

Cancel +DOC Payment ▾ +Distribution

Switch to Girl: Troop Site ☐ Show Doc Orders

DOC	Comment	Inv	OpDrp	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	TGOC	Total	Total Due	Paid	Bal. Due
✓	2 Delivered / Inhand Orders		0	0	0	0	0	0	0	0	0	\$50.00	\$50.00	\$0.00
✓	2 Donated Orders		20	0	0	0	0	0	0	0	20	\$100.00	\$100.00	\$0.00
	Totals		20	0	0	0	0	0	0	0	20	\$150.00	\$150.00	\$0.00

TroopSite Distribute

Cancel

Distribute

Save

TroopSite:

Cookie: 0 Spec: 0 OpDrp: 20 TGOC: 0

Pkgs Sold: 20

☒ (De)select All Girls

☒ Abigail G.	3 ☒
☒ Alivia S.	3 ☒
☒ Claire O.	3 ☒
☒ Cora Grace J.	3 ☒

☒ Iseley M.	2 ☒
☒ Loren M.	2 ☒
☒ Olivia R.	2 ☒

All packages from this distribution will be listed at the top of the page by quantity. All Girl Scouts will be selected by default. eBudde will assign packages evenly (as near as possible if the amount sold is an odd number) based on the number of Girl Scouts selected. You can see the number of packages distributed to individual Girl Scouts next to their check boxes. Click on Distribute and eBudde will distribute the packages as evenly as possible.

TroopSite Distribute

Cancel

Distribute

Save

TroopSite:

Cookie: 0 Spec: 0 OpDrp: 20 TGOC: 0

Pkgs Sold: 20

☐ (De)select All Girls

☒	Abigail G.	0	☐
☒	Alivia S.	0	☒
☒	Claire O.	0	☐
☒	Cora Grace J.	0	☐
☒	Isabelle K.	0	☐

☒	Iseley M.	0	☐
☒	Loren M.	0	☐
☒	Olivia R.	0	☐

If you want to manually edit individual distribution to Girl Scouts, you can uncheck the (De)select All Girls box and select the girls you want to Distribute to.

TroopSite Distribute

Cancel

Distribute

Save

TroopSite:

Cookie: 0 Spec: 0 OpDrp: 20 TGOC: 0

Pkgs Sold: 20 ☐ (De)select All Girls

⌵ Abigail G. 0 ☐

⌵ Alivia S. 0 ☒

⌵ Claire O. 0 ☒

⌵ Cora Grace J. 0 ☒

Cookie:

0

Spec:

0

OpDrp:

0

TGOC:

0

⌵ Iseley M. 0 ☐

⌵ Loren M. 0 ☐

⌵ Olivia R. 0 ☐

⌵ Isabelle K. 0 ☐

If you want to manually edit individual distribution to Girl Scouts, you can uncheck the (De)select All Girls box. Then select each Girl Scout for this distribution by checking the box beside their name. Select the drop-down menu for each Girl Scout you are allocating to and add the package quantities you want to give each Girl Scout.

TroopSite Distribute

Cancel

Distribute

Save

TroopSite:

Cookie: 0 Spec: 0 OpDrp: 20 TGOC: 0

Pkgs Sold: 20 ☐ (De)select All Girls

☐	Abigail G.	0	☐
☐	Alivia S.	0	☒
☐	Claire O.	0	☒
☐	Cora Grace J.	0	☒

Cookie:	Spec:	OpDrp:	TGOC:
0	0	0	0

☐	Isabelle K.	0	☐
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☐	Iseley M.	0	☐
☐	Loren M.	0	☐
☐	Olivia R.	0	☐

Once all selections have been made you click Save at the top and the packages will be distributed to the Girl Scouts in the quantities selected. Package quantity may not exceed the packages sold amount.

Troop Site

Cancel

+DOC Payment

Switch to Girl: Troop Site

				\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00				
DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
	✓ 2 Shipped Orders		✓	0	2	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
	✓ 1 Delivered Order		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
	✓ VBth Dist 2 Ordrs		✓	0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

Once Save has been selected, eBudde will create an EDITABLE row for the distribution so you can see that the distribution was completed. You will also see that the +Distribution button disappeared. That is because you do not have any more packages to distribute. If you get more DOC Shipped Orders, you will need to do another distribution.



Allocation of
Money from
a Booth site.

Troop Site

Cancel

Switch to Girl: +DOC Payment

DOC	Comment	Inv	Bth	C_GOC	Rasp	Adv	LmUp	Tre	D-S-D	Mint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
	✓	2 Shipped Orders	✓	0	2	0	0	0	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
	✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
	✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
	Totals			0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

You will always need to balance the payment amount, as there is a balance (monetary entry) for delivered orders. Click the +DOC Payment button in the “TroopXXXXXX Site” “girl.” In this example, this allocation of money will be at a Booth site.

This will take you to the booth site selection tab. Select the booth you will allocate money to.
Select Record Sale.

Booth Sales

Cookie Calc. 

Sign up for a Council Booth

Add / Edit a Troop Booth

My Booth Sales

Choose the Sale that you wish to update and/or record sales.

Email Signups

Find Free Slots



Becky's Pizza Parlour
Date: 08/16/22 Time: 10:00am 11:00am
3 Cookie Lane, Louisville, KY, 40216

Record Sale

Booth Sale Recorder

Becky's Pizza Parlour: 2022-08-16 10:00am

Product	Packages	Program	Packages
Adventurefuls \$ 5.00	8	Gift of Caring \$ 5.00	0
Lemon-Ups \$ 5.00	8	Troop GOC \$ 5.00	0
Trefoils \$ 5.00	8	Total	72
Do-Si-Dos \$ 5.00	8	Received	\$360.00
Samoas \$ 5.00	8	TroopSite	Amount
Tagalongs \$ 5.00	8	Digital Cookie Payment (+DOC Payment)	20
Thin Mints \$ 5.00	8		
S'mores \$ 5.00	8		
Toffee-tastic \$ 5.00	8		
Total	72		

The Booth Sale Recorder page will open. Enter the value in the box labeled Digital Cookie Payment. Click Go to Distribute.

Booth Sale Recorder

Cancel

Distribute

Save

Mom and Pops: 2023-01-24 11:00am

Cookie: 36 Spec: 12 OpDrp: 0 GOC: 0

Pkgs Sold: 48 ☐ (De)select All Girls

☒ Amy P

12 ☒

☒ Ann H

12 ☒

☒ Beth L

0 ☐

☒ Sally G

12 ☒

☒ Sue D

12 ☒

Select the girls that participated and click Distribute then Save